



NOTICE

The Meeting of Southwold Town Council will be held on Tuesday 9th June 2020 at 4pm via ZOOM

Signed

H. J. Beard

Dated 3rd June 2020

Log in via Zoom

You will need to download the Zoom application in advance. You will need the meeting ID and Password to join – please e mail the Town Clerk for details of these in advance of the meeting – townclerk@southwoldtowncouncil.com. You will be placed in a waiting room until admitted to the meeting. Please contact the clerk on 01502 722576 if you have any problems logging in.

AGENDA

1. **Apologies:** To receive apologies for absence.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda.
 - b) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
 - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - d) Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.
3. **Minutes:** (i) To approve and sign the minutes of the Annual Meeting of the Town Council held on Tuesday 26th May 2020
4. **Public Forum**
 - a) To receive comments from Southwold electors on matters on the agenda
Public participation closed.
5. **To receive reports from Committees: (See Yellow papers)**
 - a) To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 2nd June. *No recommendations*
 - b) To receive a verbal update from Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council. To include update on Asset of Community Value application.
6. **Southwold Harbour - ESC Consultation.**
To approve response from Town Council.
7. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2020/21**
To confirm membership of committees/ task and finish groups for 2020/2021

To confirm delegated budget of £25k for Leisure and Environment committee for 2020/2021 as per Town Council Budget.

8. **To confirm Town Council Representatives on outside bodies for 2020/21**
Town Council Representatives on outside bodies for 2020/2021.
9. **Financial Matters**
 - a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2020/21
 - b) **Risk Assessment:** To receive Risk Assessment for 2020/21
 - c) **Internal Auditor**
 - i. To confirm that SALC are an effective internal auditor for Town Council audit requirements.
 - ii. To appoint SALC as the internal auditor for 2020/21
 - iii. To confirm that Internal Controls are appropriate and effective for Council purposes. Quarterly reviews as minuted by F and G ctte.
 - iv. To receive and note the SALC internal audit report for 2019/20 and the Annual Internal Audit Report 2019/20 on the AGAR
 - v. To Resolve to adopt the Action Plan arising from the internal audit report
 - d) **Accounts 2019/20:**
 - i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2020 and provide permission for signature as required. (*Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.*
 - ii) To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2020 and provide permission for the Chairman of this meeting to sign these accordingly.
 - e) To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed by the RFO.
 - f) To Resolve to re-adopt the Reserves Policy together with the earmarked reserves as detailed at 31st March 2020.
 - g) To Resolve that the Internal Controls remain appropriate as per policy
 - h) To confirm the General Power of Competence for Southwold Town Council.
To Resolve that; Southwold Town Council hereby confirms the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
10. **Model Code of Conduct:**

to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29th July 2014.

11. **Standing Orders:**
To adopt the Town Council's Standing Orders for 2020/2021 and to re-confirm the Financial Standing Orders for 2020/21 – both updated as per model NALC requirements.
12. **Sealing of Documents 20/21:** to authorise the Clerk to seal legal and civic documents.
13. **GDPR** – to confirm that Council and councillors are aware of their responsibilities and obligations in relation to collecting, using and protecting personal information in accordance with provisions of GDPR and Data Protection Act 2018.
14. **High Street Recovery Fund** – Fund to assist local communities - To note that an application will be submitted to ESC in accordance with ESC funding guidelines.
15. **Town Councillor Vacancy** – notice as per attached.
16. **Date of next Town Council Meeting:**
Tuesday 30th June. Time to be confirmed.
17. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;*
Property matters – To receive confidential Landlords Legal sub cttee verbal report and recommendations in relation to; a) lease negotiations for Unit 5 Hurren Terrace; and b) lease negotiations for Red Cross Hut.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.